



# How to Guide

## Extracting (Unzipping) Downloaded Books



## Extract Downloaded Books

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### Using Microsoft Windows

- 1) Download and save Bookshare books to a folder on your hard drive where you can easily locate them.
  - a. **Note:** Firefox, Google Chrome, and Safari generally download to your computer's **Downloads** folder by default. Internet Explorer generally saves downloaded books in the last place you saved a file. Internet Explorer users may wish to check both the **Documents** and **Downloads** folder for their downloaded files.
- 2) Locate the downloaded zipped book.
- 3) **Right-click** (or press **Shift + F10**) the file (.zip format), then select **Extract All**. This will open the "Select a folder to extract files to" dialog box. Make sure the "Show Extracted Files When Complete" checkbox is unchecked.
- 4) To save the extracted book in a folder within the current location, select the **Extract** button.

### Using Mac Computers

Depending on your browser's settings, you will either have a zipped file or book folder within your **Downloads** folder. If you have a book folder (not .zip format), it is not necessary to unzip your book.

If you do have a zip file, press **Command + O** or **double-click** the zipped file and it will self-extract into your **Downloads** folder. Once it self-extracts, a new folder with the book's title will be created, which will contain your book files.

### Opening Extracted Books

#### DAISY Books

The book folder will contain at least eight files. Our DAISY readers typically open the **.OPF** file. Most web browsers will open the **.XML** file; after opening the **.XML** file you can copy and paste the text into your word processor. If the **.XML** file won't open in your browser, you can rename the **.XML** file with an **.HTML** file extension.

#### BRF Files

The book folder will contain a single **.BRF** file, which you can copy and paste into a flash drive for use with a Braille Note taker or other device.

Please refer to the instructions for your particular device or reading program for further information about how to open your extracted book.